

## Policy on Homework and Assignment Submissions

A **homework** exercise is a single set of questions and exercises pertaining to a subject, for which the contribution to the total assessment for the subject is 10% or less. The homework exercise must be submitted before the specified deadline. No homework submission after this deadline will be accepted unless accompanied by documentary evidence of an unavoidable reason for the delay (e.g. a medical certificate) and approved by Head of School. ([See policy on supplementary exercises for continuous assessment components.](#))

An **assignment** is a major piece of work, often with a design or engineering application orientation, for which the contribution to the total assessment for the subject is greater than 10%. Assignments must be submitted before the specified deadline, after which the assignment mark will be reduced by 20% of the final assignment mark per day (24 hours) or part thereof. Exceptions may be made, with approval of Head of School, if a medical certificate or other documentary evidence of impairment is provided covering a significant period of the assignment. Deadlines are an integral part of an engineer's professional life, and the discipline of getting work finished on time is an essential one to acquire.

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Head of School

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Approved by the Academic Matters Subcommittee 6<sup>th</sup> September 2001